

GRADUATE STUDIES OFFICE

CONCORDIA UNIVERSITY

1965-1975

Compiled by
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Section I

The Preparation - 1964-65

June 11, 1964 - First Meeting of the Board of Graduate Studies (BGS)

Present: D.B. Clarke, Acting Chairman; Dean J. Bordan (Engineering); Prof. N. Compton; Prof. J.M. Honeyman; Asst. Prof. M. Iqbal; Assoc. Prof. M.D. Lewis; Dean S. Madras (Science); Dean J.W. O'Brien (Arts); Assoc. Prof. D.L. Peets; Principal R.C. Rae; Assoc. Prof. J.R. Ufford (Science); R.A. Fraser (Secretary).

Discussed were powers of the Board (as in document dated May 31, 1963, "Board of Graduate Studies"); composition of the Board; rules of procedure; criteria to be used to determine what constitutes graduate work; who would be the likely constituents; agreement as to classes being scheduled for late afternoon and evening wherever possible; agreement expressed against idea of University staff taking graduate degrees.

October 1, 1964

Dean Madras took over as Chairman of the Board.

November 2, 1964

Madras reported on his first attendance at the Canadian Association of Graduate Deans, held at the C.A.G.S. Annual Meeting the weekend before.

The Board discussed assistantships and fellowships as an issue.

November 16, 1964

The Board discussed application and admission procedures.

November 23, 1964

The Board discussed the Parent Report, and its implications for graduate studies.

The basic document to govern the future operation of graduate studies was discussed, this being a statement prepared by the General Regulations Committee.

November 23 (cont'd)

The Board discussed with the Principal the contents of a letter to be sent by himself to the Minister of Education (Paul Gerin-Lajoie) regarding the fact that S.G.W.U. was studying the introduction of graduate work and did not wish to be "restricted" in this regard.

January 11, 1965

The Board discussed how to inform the provincial government and the public about the introduction of graduate studies at S.G.W.U.

The Board discussed the contents of a letter being written by the Principal to the Minister of Education re the starting of programs. It was agreed that S.G.W. staff would be informed by an announcement in the Principal's bulletin.

January 22 was set as the date for a general faculty meeting at which the announcement would be made. January 25 was the target date for the announcement to the public.

January 18, 1965

The Board discussed the write-up on graduate studies to appear in the general university calendar (for 1965-66).

February 22, 1965

The Board discussed the document presented at the January 18 meeting - "Procedures for the Examination of New Graduate Programs".

March 22, 1965

A letter to the Government on the budget mentioned \$176,000 as the anticipated cost of launching graduate work; this included the library buildup. The government response required trimming of the figure to \$131,000 by diverting some costs to other budget areas.

O'Brien stressed the importance of establishing Sir George's position with the province, so that the University's position on graduate work would be recognized by the Government, other universities and the total community. It would require a "first class public relations job to promote our relationships with the Province".

May 7, 1965

There was a meeting of the BGS Subcommittee on Admissions. The first students were admitted to graduate studies, to the Art Education program. The first application approved was that of Marion Wagschal, admitted for September 1965. (Ms. Wagschal graduated from the program and has since gone on to acquire a reputation as a gifted visual artist.)

Section II

Ten Years, A Chronology - 1965-75

(with a look at 1975-76)

1965-66

Events

November 1965 - First Evaluation Committee met to discuss the Physics proposal (members, Madras, Bordan, O'Brien, Byers, McIlwraith, Senez).

Budget

Incorporated into university budget.

Programs (see appendix A2)

M.A. English

M.A. Art Education

Total Registration (see appendix A1)

11

BGS Concerns

From 1964 to 1967, the following were the chief concerns of BGS:

Assistantships and Fellowships

Brochures, Posters, Public Statements

Department dossiers to be prepared for Government

New Programs

Fees

Grade Requirements

Graduate Planning

Effect of Graduate Programs on Honours Programs

Time Limit

Adoption of Policy towards Graduate Work

Notification to Applicants to Graduate Programs

Residence Requirements

Summer Graduate Courses

Thesis Requirements

Subcommittees of the Board

1966-67

Budget

Part of University Budget. Required amount set at \$196,500. for 4 programs. This included faculty salaries, Library, scholarships and fellowships, summer salaries, laboratory equipment, publicity and promotion. (see appendix 1966-67)

Programs (see appendices A1 and A2)

Total number 4

2 new programs - M.Sc. Physics
 M.Sc. Chemistry

Total Registration

No figures available.

BGS Concerns

See 1965-66

1967-68

Events

- June 1967 - Martin Deming Lewis was appointed Acting Dean of Graduate Studies, and replaced Madras as Chairman of BGS (see tribute to Madras, as given by F.A. Gerard in October 2, 1967 minutes. appendix A4).
- October 1967 - First BGS meeting under the Chairmanship of Martin Lewis.

Budget of the G.S.O.

No record

Programs (see appendices A1 and A2)

Total number 7

3 new programs: M.A. Economics
M.A. History
Master in the Teaching of Mathematics

Registration

8

Concerns of BGS

Admission Procedures
Doctoral Programs
Program Changes
Student Cases - individually considered
Evaluation Committees
Examinations
Grading
Fees
Authority to BGS to approve minor modifications
Dean and power over Graduate Partial admissions
Residence Requirements
Staff Members engaging in Graduate Work
Question of Stipend re Summer Programs

1968-69

Events

Graduate Program Advisors (now known as Graduate Program Directors) held meetings as a committee under the chairmanship of the Dean, to comment and advise on issues of concern to the departmental graduate committees. This committee has since become the Committee of Graduate Program Directors, meeting when issues arise that concern program directors directly.

First Graduate Calendar was published for the 1968-69 academic year.

April, 1969 - M.D. Lewis appointed Dean of Graduate Studies.

Budget of the Graduate Studies Office

1968-69	Total	\$17,376.		
	Salary	5,221.		
	Non-Salary	12,155.	included advertising	8,000.
			special events	1,000.
			postage	30.
			printing	600.
			phone	600.

Programs (see appendices A1 and A2)

Total number 14

7 new programs: M.A. Educational Technology
M.A. Applied Psychology
M.A. Experimental Psychology
M.B.A.
Master of Engineering
M.Sc. Biology
Doctor of Engineering

Registration (see appendix A1)

Total 418

Graduated (see appendices A1 and A2)

Total 9

BGS Concerns

Composition of the Board

Graduate Division

Program Changes

Submission of new proposals; Ad Hoc Committee, new graduate programs

Change to Open Meetings

1968-69 (cont'd)

Rules of Procedure for BGS

Individual cases of Unsatisfactory grades considered by Board
Staff Members - Graduate Work

1969-70

Events

- Summer 1969 - G.S.O. organized information on registration and contacted all program advisors to prepare for fall registration, a responsibility typical of the liaison function of G.S.O. Registration was held on Saturday, September 5 in the basement of the Hall Building. (Registration responsibilities have been focussed in the Records Office since 1971.) (see appendix A6).
- August 1969 - M.D. Lewis appointed an Administrative Assistant to the G.S.O., Mrs. Shira Scheindlin.
- August - The G.S.O. moved to H-632 where it occupied three offices.
- October 1969 - BGS approved enrollment limits, setting quotas on the number of students that might be admitted to graduate programs (to aid in budget planning). (see appendices A8 and A9)
- November 30, 1969 - M.D. Lewis resigned as Dean of Graduate Studies.
- December 1969 - Scheindlin was appointed Administrative Officer of Graduate Studies by Jack Bordan, Vice-Principal Academic.
- January 1970 - Stanley G. French became Interim Chairman of BGS.
- March 1970 - BGS discussed procedures for appraising programs internally, internal appraisals being seen as part of a general evaluation of graduate studies.
- March/April 1970 - BGS Task Force on Financial Aid to Graduate Students was set up, under the chairmanship of B. Sahni. The Administrative Officer of G.S.O. was a member. The recommendation of the Task Force formed the basis for future thinking regarding financial assistance to graduate students.
- April 1970 - Interim Graduate Students' Association set up in H-603. John Wright was the first president.
- April 1970 - Scheindlin resigned as Administrative Officer. Arthur was appointed as Administrative Officer.

1969-70 (cont'd)

- May 1970 - Stephanie Manuel was hired as secretary to the Administrative Officer and to the Interim BGS Chairman.
- May 1970 - An important document was issued by the Council of Universities ("Council of Universities, Committee on Programmes") setting out the mandate for their evaluation of new program proposals.

Budget of G.S.O.

Total	\$18,819.	
Salary	10,944.	
Non-salary	7,875.	includes advertising \$4,000.
		special events 1,000.
		travelling 900.
		office costs 450.
		postage 150.
		printing 650.
		telephones 600.

Dean Lewis had written on August 1 that the Graduate Dean should have more involvement in budgetary decision-making.

Programs (see appendices A1 and A2)

Total 17
3 new programs: Ph.D. Chemistry
Ph.D. Physics
Ph.D. History

Registration (see appendix A1)

Total 586

Graduated (see appendix A1)

Total 58

BGS Concerns

Mid-term and Summer Entrance
New Program Proposals
Enrollment Limits (Quotas)

1969-70 (cont'd)

Procedure re Evaluation of New and Revised Programs
Task Force on Financial Aid
Grading System
Formation of Graduate Students Association
Service Courses given by G.S.O. approved in principle
Language Courses offered by G.S.O.
Language Requirement Change
Proposed Course Numbering System
Cognate Courses
Minor Program Modifications
Auditing by Partial Students
Admission of Partial Students
Staff Members Enrolling in Graduate Work

1970-71

Events

- October 1970 - Administrative Officer took over as Acting Secretary of BGS (replacing R.A. Fraser).
- Fall/Winter - Various part-time clerical assistants were hired in the G.S.O. to help with the new tasks associated with the appraisal procedures for graduate programmes and with the increasing numbers of admissions letters.
- November 1970 - BGS approved Appraisal dossier for use by departments in helping with the internal appraisal of existing graduate programmes. September 21 - appraisal process announced to BGS (see appendices A7 and A10).
- January 1971 - Enrollment projections due. (see appendix A8).
- February 1971 - The establishment of a Graduate Awards Committee was approved by BGS following the recommendations of the Principal's Task Force on Student Aid Administration.
- April 1971 - BGS set up a Search Committee for a Dean of Graduate Studies.
- June 1, 1971 - Stanley G. French was appointed Dean of Graduate Studies, and relinquished the position of Chairman of the Department of Philosophy.

For the first time programs were submitted to the Conseil des Universités for approval: M.F.A.; M.A. Educational Studies; M.A./M.Sc. Mathematics; M.A. Philosophy; M.A. Sociology; Ph.D. Humanities; Ph.D. Religion.

Budget of the G.S.O.

Total	\$23,448.		
Salary	16,031.		
Non-Salary	7,417.	includes advertising	\$3,000.
		postage	200.
		printing	1,500.
		telephone	200.
		office	500.
		visiting lecturers	900.
		(appraisal & evaluation)	
		special events	400.

Note: beginning of appraisals and evaluation honoraria

1970-71 (cont'd)

Programs (see appendices A1 and A2)

Total 20

3 new programs: M.A. History and Philosophy of Religion
M.A. Judaic Studies
Ph.D. Economics

Registration (see appendix A1)

Total 817

Graduated (see appendices A1 and A5)

Total 20

BGS Concerns

Admission to Graduate Programs without Bachelor's Degree
Consortium of Universities and Departments
Course Substitutions
Enrollment Quotas
Fee Structure
Timetabling Issue (courses in late afternoon and evening...)
Transcript clarity re Grading System
Inauguration of Appraisals System
Minor modifications (close examination of)
Mid-term and Summer Entrance
Pro Tanto Credit at time of Admission
New Program Proposals
Qualifying Year and Pre-requisite Courses
Reorganization of Graduate Studies
Search Committee for Dean
Task Force on Financial Aid
Thesis Copyright and Microfilming
Grading, Regulations
Submission of Thesis in Language other than English
Time Limit for Degree Completion
University Regulations

1971-72

Events

- June 1, 1971 - S.G. French was appointed Dean of Graduate Studies.
- June 1971 - G.S.O. moved to 2145 MacKay Street, where it occupied three offices on the second floor.
- Fall 1971 - S.G. French reported on the philosophy of appraisals and evaluation underlying the existing procedures (see appendix A10).
- September 1971 - S.G. French set up the Graduate Student Advisory Committee (at which student representatives are intended to comment and advise on graduate studies policy and procedures of concern to them).
- October 1971 - BGS discussed the Conseil suggestion re application of a credit system. "Qualms are expressed at the meeting".
- October 1971 - Quotas on enrollment are referred to as enrollment predictions, the quota aspect being de-emphasized (see appendix A9).
- December 1971 - Establishment of the Graduate Awards Committee was formalized by BGS. Audrey Williams, the Research Officer, was appointed as Chairman.
- January 1972 - The Graduate Program Directors Handbook was published - the first comprehensive guide to policy and procedures in graduate studies. It was prepared by the Administrative Officer and distributed to all Program Directors.

Budget

Total	\$24,552.		
Salary	15,007.		
Non-Salary	9,515.	includes visiting lecturers	\$3,000.
		promotional	500.
		printing	1,500.
		office expenditure, including	
		advertising	3,640.
		postage	200.
		telephones	200.

1971-72 (cont'd)

Note: Mailing and printing cost increased, in part due to the appointment of the Administrative Officer as Secretary of BGS.

Programs (see appendices A1 and A2)

Total 21

1 new program: M.A. Philosophy (which was approved by the Comité conjoint des programmes).

Registration (see appendix A1)

Total 1015

Qualifying Year 117

Graduated (see appendices A1 and A5)

Total 117

BGS Concerns

Inauguration of Diploma Programs

Doctoral Comprehensive and Doctoral Thesis Examinations

Grading Scheme

Fee Structure

Graduate Students' Association - member to sit on BGS

Program Modifications

Student Aid Administration

Postponement of Microfilming Date

1972-73

Events

October
1972

- The Dean sent R. Arthur on a trip to three Ontario universities, to investigate graduate studies administrative procedures. This resulted in a report on the structure of areas of graduate studies administration at S.G.W. Recommendations were made concerning thesis procedures, admissions procedures, G.S.O. interface with Records Office re registration, and the structure of the Graduate Studies Office. Many of these recommendations formed the basis of subsequent growth in the G.S.O.

February
1973

- The second secretarial position in G.S.O. was titled Admissions Secretary and Graduate Student Files Supervisor. An office on the third floor (S-307) was acquired, making the fourth G.S.O. office.
- Joan Acosta replaced Bonita Fekete as Admissions Secretary.

Budget

Total \$34,359.
Salary 21,359.
Non-Salary 13,000.

included printing	\$2,200.
office and advertising, postage and telephones	6,550.
visiting lecturers promotion and travel	4,250.

1972-73 (cont'd)

Programs (see appendices A1 and A2)

Total 28

7 new programs: Diploma in Early Childhood Education
Diploma in Instructional Technology
Diploma in Art Education
Master of Fine Arts
M.A./M.Sc. Mathematics
M.A. Sociology
Ph.D. Humanities

Registration

Total 1903

Qualifying Year 179

Graduated (see appendices A1 and A5)

Total 209

BGS Concerns

Appraisals

Calendar Modifications

Extension of Deadline, Doctoral Theses

Residence - Engineering Program

English Oral Examinations

Summer Fees - Change

Time Limit for Part-time Doctoral Students

1973-74

Events

- September 1973
- For the first time, registration took place at the premises of the G.S.O.
 - A new position was created, titled Thesis Secretary and Calendar Secretary. An additional office on the third floor of 2145 Mackay Street was acquired for Graduate Studies, this being the fifth Graduate Studies office.
- Fall 1973
- Records Office designated its graduate records clerk as Graduate Records Supervisor (Carolyn Johnston) and assigned an assistant to her.
 - Meetings were organized for C.R.A.C. (Cumulative Records Advisory Committee) by the Registrar's Office. This committee was designed to discuss the computerization of student records. The Dean and A.O. sat on this committee and attempted to clarify for the committee the particular requirements of the graduate operation.
- December 1973
- Annie Newstrom replaced Joan Acosta as Admissions Secretary.

Budget

Total	\$55,357.		
Salary	37,757.		
Non-Salary	17,600.	included printing	\$3,500.
		office and adver-	
		tising, postage	
		and telephones	9,050.
		travel, develop-	
		ment, and visiting	
		lecturers	4,875.

1973-74 (cont'd)

Programs (see appendices A1 and A2)

Total 30

2 new programs: Diploma in Institutional Administration
Ph.D. in Religion

Registration

Total 2583

Qualifying Year 210

Graduated (see appendices A1 and A5)

Total 222

BGS Concerns

Appraisals

New Programs

Course Descriptions in Calendar

Credit System - retroactivity, interchangeability between departments

Calendar Modifications

Participation of Loyola Faculty in Graduate Programs

Residence requirements for Master of Computer Science Program

1974-75

Events

- June 1974 - Jeanne Jobin was appointed Thesis/Calendar Secretary.
- August 1974 - Susan Stone became Administrative Officer, replacing R. Arthur.
- September 1974 - Thesis Secretary became responsible for the \$10,000 graduate advertising budget and for working with the printer on the Graduate Calendar.
- April 1975 - Graduate Admissions Secretary was retitled Director of Graduate Admissions. Thesis Secretary became Thesis Officer, Graduate Calendar Coordinator and Graduate Advertising Coordinator. Administrative Officer became Assistant to the Dean, Graduate Studies.
- May 1975 - Diane Auger, formerly assistant to the Graduate Records Supervisor in the Records Office, replaced Annie Newstrom as Director of Graduate Admissions.
- June 1975 - Frances Bauer replaced Susan Stone as Assistant to the Dean (R. Arthur was not returning to the position).
- June 1975 - Dean French went on sabbatical leave for one year, replaced for the year by Associate Dean of Arts, Michel Despland.

Budget

Total	\$95,130.		
Salary	57,130		
Non-Salary	38,000.	included printing	\$19,000.
		office and advertising	11,900.
		travel and development (visiting lecturers)	6,000.

1974-75 (cont'd)

Programs (see appendices A1 and A2)

Total: 33

3 new programs: Diploma in Teaching of Mathematics
M.A. (Educational Studies)
Master of Computer Science

(2 major options were also added, not included in program total:
M.Sc. in Chemistry; in Teaching Chemistry, M.Sc. Biology; Teaching
Biology.)

Registration (see appendix A1)

Final figures not yet available.

Graduated (see appendices A1 and A5)

Total not yet available.

1975-76

Programs (see appendices A1 and A2)

Total: 39

6 new programs: Diploma in Communication Arts
Diploma in Library Science
Diploma in Theological Studies
Diploma in Ethics
Doctorat en Administration
Ph.D. in Psychology

Section III - The Work of the Graduate Studies Office

Changes in the G.S.O.

The volume and the variety of work tasks handled by the Graduate Studies Office has changed dramatically since the inception of the office in 1967. The question of change in function vis à vis the university is discussed further in this section. Within the G.S.O., the growth in volume has required a rapid increase in staff since 1971. Prior to that date, the Office was able to cope with a staff assisting the Dean of one administrative officer and secretary, with part-time secretarial assistance for specific busy periods. However, in 1971-72, student enrollment rose to 1,015, having been 140 five years before. In the next year it jumped to 1,903 and by the following year was 2,583. As staff was added, specialization of tasks was required, with the resulting office structure diagrammed in appendix A12 ("Organization of Graduate Studies Office"). (See also appendix A11, regarding the duties of the Dean and each staff member.)

The following list demonstrates the increased complexity of the Graduate Studies Office operation:

1969-70

Dean's Sec'y responsible for:

- theses
- admissions correspondance
- student files in G.S.O.
- calendar mailings
- bulletin board for public
- all telephone information to public and response to letters of inquiry
- financial aid information
- all Committee correspondance and files
- Dean's correspondance & files
- general office files

1974-75

- Thesis Officer
- Asst. to Director of Graduate Admissions
- Director of Graduate Admissions
- Calendar Coordinator
- Receptionist
- Receptionist

- University Research Officer
- same
- same
- same

Dean and A.O. responsible for:

- admissions
- advertising
- graduate calendar
- graduate registration coordination and information
- registration statistics
- enrollment projections
- preparation of all forms used (applications, G.S.P.R.'s etc.)
- proposals re policy and procedures
- liaison between departments and other University areas and BGS

- Director of Graduate Admissions
- Graduate Advertising Coordinator
- Graduate Calendar Coordinator
- Supervisor of Graduate Records
- Supervisor of Graduate Records
- Office of Academic Planning, Records Office
- Records Office and G.S.O.

- same
- same

As new tasks were added to the responsibilities of the G.S.O. (e.g. Appraisals, Graduate Awards Committee, BGS Secretaryship), a few were moved to other areas of the University (e.g. registration liaison, financial aid information, enrollment projections). The Office of the Research Officer and the creation of a graduate area in the Records Office were specific responses to the fact of there now being a very visible graduate student population, with evolving needs as a group. The requirements of the provincial government, in its concern with control of graduate education, also influenced the new alignment of responsibilities.

Services Offered by G.S.O. to other Areas of the University

Some services offered in the past were:

- in-service course for graduate students (e.g. French translation course for students preparing for language proficiency examinations)
- informal program counselling to students coming to the G.S.O.
- bulletin board in Hall Building re financial aid, and programs available
- funding of departmental receptions
- thesis information
- providing of statistical information on various aspects of graduate studies to other bureaus or institutions

Some services presently offered are:

- informal information service to students coming to G.S.O.
- coordination of publicity materials (posters, advertising)
- thesis information
- providing of statistical information (as above)
- G.P.D. Handbook for departments
- Graduate Calendar coordination (assisting departments and faculty in correct preparation of departmental submissions, and advising faculty committees regarding preparation of program changes, etc.)

G.S.O. Functions

The Graduate Studies Office in its first six years was a small unit, informally handling a variety of disparate responsibilities, meeting needs as they became apparent, solving procedural problems as they arose, moving through the life of a program from its initial proposal to approval and inauguration, and being involved in the progress of students from their application through admission, registration and graduation; resolving individual problems in the course of study such as course substitutions, and pro tanto credits. As the years from 1970 to 1973 show (looking at the amount of BGS legislation concerning procedures and policies re programs and students), a large amount of material has been presented to BGS concerning proposed improvements in administrative procedures for departments and students: much of the policy was initiated at G.S.O. as a result of the real-life situation of trying to solve the new problems as they became obvious. For a period of three years, paralleling the rapid growth of graduate studies, a lot of time was spent responding to the needs of the University and the students, in an area where there were few existing structures.

In the past few years, having evolved and had legislated most of the structures required to achieve the smooth functioning of a large graduate operation, the G.S.O. has developed its expertise in the areas of (1) quality control of admissions, programs, theses; (2) standardization of procedures to assist in the functioning of the nearly 40 different programs; (3) coordination of different areas in the University involved in graduate-related work (departments, faculty committees, BGS, university as a whole); (4) public relations.

- 1965-66 Total 2
M.A. English
M.A. Art Education
- 1966-67 Total 4 (2 new)
M.Sc. Chemistry
M.Sc. Physics
- 1967-68 Total 7 (3 new)
M.A. Economics
M.S. History
Master in the Teaching of Mathematics
- 1968-69 Total 14 (7 new) (First doctoral program)
M.A. Educational Technology
M.A. Applied Psychology
M.A. Experimental Psychology
M.B.A.
Master of Engineering
M.Sc. Biology
Doctor of Engineering
- 1969-70 Total 17 (3 new)
Ph.D. Chemistry
Ph.D. Physics
Ph.D. History
- 1970-71 Total 20 (3 new)
M.A. History and Philosophy of Religion
M.A. Judaic Studies
Ph.D. Economics
- 1971-72 Total 21 (1 new)
M.A. Philosophy
- 1972-73 Total 28 (7 new) (First diploma programs)
Diploma in Early Childhood Education
Diploma in Instructional Technology
Diploma in Art Education
Master of Fine Arts
M.A./M.Sc. Mathematics
M.A. Sociology
Ph.D. Humanities
- 1973-74 Total 30 (2 new)
Diploma in Institutional Administration
Ph.D. Religion
- 1974-75 Total 33 (3 new)*
Diploma in the Teaching of Mathematics
M.A. Educational Studies
Master of Computer Science
- 1975-76 Total 39 (6 new)
Diploma in Communication Arts
Diploma in Library Science
Diploma in Theological Studies
Diploma in Ethics
Doctorat en Administration
Ph.D. Psychology

*In 1974-75, two major options were also added, not included in the program total: M.Sc. in Chemistry; Teaching Chemistry and M.Sc. in Biology; Teaching Biology.

SIR GEORGE WILLIAMS UNIVERSITY

Budget for Graduate Studies 1966-67

	<u>English</u>	<u>Fine Arts</u>	<u>Chemistry</u>	<u>Physics</u>	<u>Total</u>
Faculty Equivalent	2	1	1	1	
Salary	18,000	9,000	9,000	9,000	\$45,000
Library	10,000	5,000	10,000	5,000	30,000
Scholarships and Fellowships	30,000	15,000	15,000	7,500	67,500
Summer Salaries			10,000	5,000	15,000
Laboratory Equipment			15,000	10,000	25,000
Publicity and Promotion	1,000	1,000	1,000	1,000	4,000
					<hr/>
					\$196,500
					<hr/>

From the Minutes of the October 2nd Meeting, 1967, Board of Graduate Studies

"Prof. F.A. Gerard (Engineering) said that he would like to present a motion for inclusion in the minutes which noted the fact that 'the Board of Graduate Studies records its sincere appreciation of the services rendered by Dean Madras during his Chairmanship'. In presenting this motion he spoke for a few minutes about the trials and tribulations of this Board from its inception and paid tribute to the manner in which Dean Madras had conducted the affairs of the Board for the past 3 years, making special reference to his sense of fair play in allowing every member of the Board to express his opinion freely and remarking upon the many difficulties encountered in setting up the Board and initiating the first half-dozen graduate programmes in the University. In short, it was to be recognized that the 3 years of Dean Madras' tenure of office were the founding years of graduate work and many difficulties arose from the fact that this Board worked very hard to establish rules and regulations to govern this work without the advantage of prior experience to direct its efforts.

Dean Brink said he would be pleased to second this motion and it was carried unanimously."

CONVOCAATION STATISTICS - CUMULATIVE

Page 1

Degree Granted	Convocation								
	Fall 1967	Spr. 1968	Fall 1968	Spr. 1969	Fall 1969	Spr. 1970	Fall 1970	Spr. 1971	Fall 1971
M.Sc. Biology								3	1
M.Sc. Chemistry			2		1		2	1	1
Ph.D. Chemistry									
M.B.A.								7	8
M.A. Economics				2	1	6	2	4	7
Ph.D. Economics									
M.A. Educ. Tech.						1	1	1	2
M. Engineering							10	14	7
D. Engineering							2		2
M.A. English	1	1			3	2	4	4	3
M.F.A.									
M.A. Art Educ.	3	1	1	2	7	3	7	2	4
M.A. History		2	1		1	5	5	1	8
M.Sc. Math									
M.A. Math									
M.T.M.					12	6	14	14	14
M.A. Philosophy									
M.Sc. Physics				1	6	1	2	1	4
Ph.D. Physics									
M.A. Applied Psych								1	
M.A. Gen-Exp Psych					3		2		
M.A. Hist & Phil Relig									
M.A. Judaic Studies									
M.A. Sociology									
Dip. Art Educ.									
Dip. Early Ch. Educ.									
Dip. Inst. Tech.									
TOTAL	4	4	4	5	34	24	51	53	61
CUMULATIVE TOTAL		(8)	(12)	(17)	(51)	(75)	(126)	(179)	(240)

CONVOCATION STATISTICS - CUMULATIVE (Cont'd)

Page 2

<u>Degree Granted</u>	<u>Convocation</u>								
	Spr. 1972	Fall 1972	Spr. 1973	Fall 1973	Spr. 1974	Fall 1974	Spr. 1975	Fall 1975	Spr. 1976
M.Sc. Biology	1		5	2	2				
M.Sc. Chemistry	2	3	1	5	2				
Ph.D. Chemistry			1	1	3	1			
M.B.A.	13	8	29	4	39	15			
M.A. Economics	5	5	5	2	5	6			
Ph.D. Economics						1			
M.A. Educ. Tech.	1	4	2	5	5	6			
M. Engineering	9	16	13	17	12	12			
D. Engineering		4	1	4	2	2			
M.A. English	3	6	15	4	9	10			
M.F.A.						1			
M.A. Art Educ.	5	9	3	10	7	8			
M.A. History	2	6	12	4	3	7			
M.Sc. Math					7	1			
M.A. Math						1			
M.T.M.	11	15	8	16	5	3			
M.A. Philosophy		3	3			2			
M.Sc. Physics	1	2	1		4	4			
Ph.D. Physics		1							
M.A. Applied Psych			3	3	1	1			
M.A. Gen-Exp Psych		3		4	1				
M.A. Hist & Phil Relig	2		3	1	2	3			
M.A. Judaic Studies	1	1	3		6	1			
M.A. Sociology				2		1			
Dip. Art Educ.			15		9				
Dip. Early Ch. Educ.					3	2			
Dip. Inst. Tech.				7	4	14			
TOTAL	56	86	123	91	131	102			
CUMULATIVE TOTAL	(296)	(382)	(505)	(596)	(727)	(829)			

July 17, 1969

MEMORANDUM TO: Chairmen and Graduate Programme Advisors -
Departments of Biology, Chemistry, Economics,
Education, English, Fine Arts, History,
Mathematics, Physics, Psychology; Faculties of
Commerce and Engineering.

Registrar K.D. Adams

FROM: M.D. Lewis, Dean of Graduate Studies

SUBJECT: Graduate-Student Registration Procedures

The process of graduate-student registration begins with the preparation, in the department or Faculty offering a programme, of a Graduate Student Programme Record form (GSPR form) for each new and each continuing student. The form is to be made up in quadruplicate, one copy being retained in the department, one given to the student for his own record, one sent to the Dean of Graduate Studies, and one sent to the Registrar. A supply of the forms is available from my office.

Each department will establish its own counseling period when students' programmes for the year will be decided in consultation with the Graduate Programme Advisor of the department. This counseling period may be set at the department's convenience. However, it must be held early enough to permit delivery of the Registrar's copies of the completed GSPR forms to the Records Office no later than 9 A.M., Thursday, September 4. The Records Office will then prepare individual registration packets with the appropriate course cards for each graduate student prior to the actual time of registration.

All students whose GSPR forms have been received at the Records Office by 9 A.M., Thursday, September 4, will complete their registration on Saturday, September 6, in the registration area in the basement of the Hall Building. Any students whose GSPR forms are not received by 9 A.M., September 4, or who do not appear at registration on September 6, will have to register at a later date, and to pay the \$10.00 late registration fee.

Each department is responsible for notifying students of the time when it will hold its counseling period, and also of the hour when students should appear on September 6 to complete their registration and pay their fees. The following times have been established for the various programmes during the September 6 registration period:

9.00 AM	Engineering
9.45 AM	Master of Business Administration
10.15 AM	Master in the Teaching of Mathematics
11.00 AM	Biology, Chemistry, and Physics
11.30 AM	Art Education, Education (Educ. Tech.), and Economics
12.15 PM	English, History, and Psychology

In communicating this information to students who were enrolled in your programme this past year, but who will not be graduating at the Fall convocation, you should call their attention to the regulation which requires continuous registration until all of the work for the degree has been completed (paragraph 7, page 10 of the 1968/69 Graduate Studies Announcement). The GSPR form must be prepared not only for students who will continue to be actively engaged in pursuing their programmes, but also for those who wish to remain in good standing by paying the \$10 non-resident registration fee.

In preparing the GSPR form, the information called for in items 4, 5, and 6 should encompass the total course-work and thesis requirements for the degree. In particular, thesis registration should be indicated by the appropriate course number, e.g., Economics 690.

When the grade of IP (In Progress) remains outstanding for a course in which a student was registered during the 1968/69 academic year, the same course should be shown on the 1969/70 GSPR form, followed by the word "continuing." For example, a student who enrolled on a full-time basis in the Economics M.A. programme in September 1968, and who therefore was registered for Economics 690 during the past academic year -- but who will not have his thesis completed in time to graduate in November 1969 -- should have the entry "ECONOMICS 690 CONTINUING" in item 5 of his 1969/70 GSPR form. (The same procedure would also apply in the case of any other course in which an IP grade remains outstanding.)

Information may be lacking for items 7, 8, and 9 at the time the GSPR form is prepared. If so, these items should be left blank, but when information becomes available, it should be entered on the department's copy of the form and a memorandum sent to both the Registrar and the Dean of Graduate Studies so that their copies may be brought up to date.

IMPORTANT: Departments must indicate in item 10 the classification of each student in a given year, and in item 11, the applicable tuition fee. Otherwise, the Accounts Office will not know how much tuition should be charged, since this will depend not only on the individual student's classification this year, but also, in the case of continuing students, of his classification previously. (See paragraph 8, page 11, of the 1968/69 Graduate Studies Announcement for the definitions used in classifying students as full-time, half-time, or part-time. In addition to these classifications, of course, there is the "beyond first year" category which applies in programmes on a flat-rate tuition basis to students who have already paid full-time tuition for one year, or half-time tuition for two years.)

Finally, when undergraduate courses are being included as part of a graduate student's 1969/70 programme, they must not only be listed on the GSPR form but the Registrar's Office must also be given advance notice of the fact so that course cards can be set aside. To avoid the possibility that these courses will be closed before the time for graduate-student registration, departments are responsible for notifying the Registrar's Office by the beginning of undergraduate registration (August 21 for evening courses and August 29 for day courses) of the names of such students, the courses in question, and whether they are day or evening sections. (Note that this procedure applies only to students who have been formally admitted to graduate programmes. It does not apply to "Special Year" students, who register along with 4th-year undergraduates.)

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SIR GEORGE WILLIAMS UNIVERSITY

INTERNAL MEMORANDUM

TO: Graduate Programme Directors and
Graduate Programme Secretaries

DATE: June 15, 1970

FROM: Mrs. R. Arthur, Office of Graduate Studies

SUBJECT: REGISTRATION - Memo No. 1: Block Registration

- 1.1 As was the case in September 1969, departments will be assigned blocks of time for registration, rather than students being given separate appointment cards.
- 1.2 The time slot given a department will be partly determined by whether the department has opted to submit its G.S.P.R.'s by September 4, the week prior to registration (see Registration Memo No. 2). Those taking such an option will be given time slots earlier in the day than those not so choosing.
- 1.3 The Programme Director must be on hand throughout his department's registration period, to sort out immediate problems as they arise (such problems will usually be spotted and dealt with ahead of time when the G.S.P.R.'s are submitted early).
- 1.4 Graduate Programme Directors are reminded that the registration period is meant only for registration into graduate school, and is not intended for dealing with the formalities of teaching assistant registration, etc.

RA/sm

SIR GEORGE WILLIAMS UNIVERSITY

INTERNAL MEMORANDUM

TO: Graduate Programme Directors and
Graduate Programme Secretaries

FROM: Mrs. R. Arthur, Office of Graduate Studies

SUBJECT: REGISTRATION - Memo No. 2: Preparation of G.S.P.R.'s

DATE: June 15, 1970

As discussed at the May Graduate Programme Directors' meeting on registration, a Graduate Student's Programme Record (G.S.P.R.) will be prepared by the department for each student in its graduate programme. A slightly revised version of the G.S.P.R. form is being prepared by the Graduate Studies Office and the new forms will be available in this office by June 30. For details concerning the filling out of the G.S.P.R.'s, see the basic instruction sheet given out at the Programme Directors' meeting, entitled "Registration Procedures". (An expanded version of these instructions may be distributed during the summer if it seems necessary).

Following are several important points arising from a meeting held with the Assistant Registrar to discuss registration problems.

2.1 Undergraduate Courses:

The Records Office must have information regarding undergraduate courses by August 25 for Evening courses and August 31 for Day courses. After these dates, undergraduates will have registered and the courses may be closed. Therefore, the above are absolutely final dates.

2.2 Date for Submission of G.S.P.R.'s to Records Office:

G.S.P.R.'s otherwise should be received in the Records Office (by Marilyn Carter) by September 4, one week before registration. If a department so chooses, they may opt out of this early submission date, and submit the G.S.P.R.'s at the time of registration.

If a department submits the G.S.P.R.'s by September 4, they will receive an early time slot for their departmental registration and because of the prepackaging of course cards, and the handling of problems ahead of time, it is assured that each student will pass through registration quickly. Those departments choosing not to submit the G.S.P.R.'s in advance will be slotted later in the day, as the time taken to register each student will be considerably longer.

- * The choice of the early or late date should be made known to the Graduate Studies Office by June 30.

2.3 Course Changes on G.S.P.R.'s Prior to Registration

If the G.S.P.R. has been submitted to the Records Office, please inform Marilyn Carter about such changes so that she can adjust the course cards accordingly. If the G.S.P.R. has been submitted to the Graduate Studies Office already, please inform the G.S.O. at the same time as Miss Carter. Alternatively, a department may hold back the G.S.O. copies of the G.S.P.R.'s until the day before registration, and make last-minute course corrections on the G.S.P.R.s as they occur - submitting the corrected copies altogether at the end.

SIR GEORGE WILLIAMS UNIVERSITY

INTERNAL MEMORANDUM

TO: Graduate Programme Directors and
Graduate Programme Secretaries

FROM: Mrs. R. Arthur, Office of Graduate Studies

SUBJECT: REGISTRATION - Memo No. 3: Late or Proxy Registration

DATE: June 15, 1970

There will not be an extension of the registration date for those students unable to be present on September 11. The reasons for this centres on the complexities of the whole registration process; the gathering of facilities in one place for a 'one-stop' registration, (Records staff, Accounts staff, computer, etc.) cannot be re-enacted for latecomers without great cost to the university.

Therefore, two alternatives are available for those not attending registration:

3.1 Proxy Registration:

A form to accompany same is attached. Copies of these forms may be obtained at the Graduate Studies Office or Records Office.

Please note that in these cases, fees must be paid at the time of registration.

3.2 Late Registration

Students may register late if they pay a fee of \$10.00. They should see Marilyn Carter at the Records Office.

RA/sm

Attachment

SIR GEORGE WILLIAMS UNIVERSITY

INTERNAL MEMORANDUM

TO: Graduate Programme Directors and
Graduate Programme Secretaries

FROM: Mrs. R. Arthur, Office of Graduate Studies

SUBJECT: REGISTRATION - Memo No. 4: Non-Resident Registration

DATE: July 16, 1970

We would like to call attention to the University regulation which states that:

"Once a student has commenced a graduate programme, he must maintain continuous registration in each academic year until the degree is awarded, either by paying the appropriate tuition fee or by paying the non-resident registration fee of \$10. Students who fail to register will be considered to have withdrawn from the programme".

(Page 13, Graduate Studies Calendar)

In the past year, there were recurring cases of non-resident students who believed themselves to be members in good standing of graduate programmes, because they had not withdrawn - yet, who had not re-registered in the fall as non-residents and therefore were officially out of the programme. To avoid this happening in future, we ask the departments to take the responsibility of making known to their students this regulation which requires that non-residents re-register and pay \$10. (This does not apply to those expecting to graduate at Fall convocation). If the student in question is unable to register personally, because of absence from the city, we call attention to the device of proxy registration (see Registration Memo No. 3).

We also add the reminder that a G.S.P.R. form must be prepared for each non-resident.

To avoid the usual Registration process:

12/8 N.B. The non-resident fee can be sent with the G.S.P.R. to the Records Office prior to Sept 4-11 and payment will be forwarded to Accounts. But on Sept 11, those not already paid must be paid on that date. (Contract will be prepared in Records Office) prior to Sept 11, and on Sept 11, contracts will be prepared on typewriters on the spot (not by the Computer).]

RA/sm

SIR GEORGE WILLIAMS UNIVERSITY

INTERNAL MEMORANDUM

To: Graduate Programme Directors and
Graduate Programme Secretaries DATE: July 16, 1970

FROM: Mr. T. Swift, Director of Admissions
Mrs. R. Arthur, Administrative Officer, Graduate Studies

SUBJECT: REGISTRATION - Memo No. 5: Special Year Students

Due to the large number of requests for Special Year information from programme directors, secretaries and a multitude of other confused people, the following memorandum has been prepared to summarize the procedures connected with Special Year registration. Part of the difficulty in dealing with this category of student stems from the fact that he is, strictly speaking, neither a graduate student nor an undergraduate but rather, some mixture of the two. Administratively, he is handled mostly as an undergraduate, being "processed" through the Admissions Office - yet quotas for the number of such students are maintained by the Graduate Studies Office, and programme directors generally are involved to the extent of advising him about courses. By definition, this category of Special Year is bound to remain a somewhat complicated one to deal with, but hopefully it will be possible to at least clarify what the existing approach and procedures are and to outline some additional ones that have been originated to simplify the whole situation in the long run. If there are any questions about the following, please contact the Graduate Studies Office, or the Admissions Office. (Miss Linda Durkee).

APPROACH AND PROCEDURES

(In the following list, an asterisk is placed beside those items which outline a step different from or added to the already existing procedure).

- 5.1 Directors are reminded that Special Year is intended for those who wish to pursue a graduate degree, but who do not have an Honours degree or its equivalent (i.e. the student has not been accepted into a graduate programme). This category is sometimes referred to in other universities as a "Qualifying Year". It is therefore not possible for a student to be both a graduate student and a Special Year student at the same time.
- *5.2 Prospective Special Year students must submit four completed copies of the Special Year application form (see Sample No. 1), with \$10 (certified cheque or money order), to the relevant department. The pink application forms are obtained by the student from the departments - a supply is available at the Graduate Studies Office. In filling out the form, it is important that the student indicate where his undergraduate degree was obtained (if it was not S.G.W.U., a new record must be prepared).

- 5.3 The Department submits two copies of the completed application forms to the Admissions Office (Miss Linda Durkee, N-217), one of which goes on to the Records Office. *The Department gives one copy to the student, and he is to take this with him when he goes to register (in the same way that a student receives a G.S.P.R. copy). The fourth copy is kept by the Department. with the
the
application
fee
- *5.4 The deadline for submission of application forms to the Admissions Office is August 10 for Day Students, August 17 for Evening Students. There will not be an extension of this date. Please send the forms to Admissions (N-217) as soon as they are completed (rather than holding them until a large number have accumulated).
- *5.5 If a student, Day or Evening, is returning for a second year of Special Year courses, he is required to fill out a new application form, indicating on it that this is a renewal of his Special Year status. He is required to pay the \$10 fee again (this to cover the costs of the special processing for this category). These applications are again submitted to the relevant department, which submits them to the Admissions Office.(N-217) This step has been found necessary because there is no other way to distinguish Special Year students from ordinary fourth year students or partial students at the time of registration, and there can be no check on the numbers enrolled. Therefore, all Special Year students must now be processed through the Admissions Office each year in which they are taking Special Year courses.
- 5.6 It is recommended that Graduate Programme Directors inform Special Year students that each student who is entering the Day Division will be required to submit \$250 in order to confirm his intention of entering the University. As stated in his acceptance letter, sent from the Admissions Office (see Sample No. 2), this deposit is due before a specified date (approximately two weeks after receipt of the acceptance letter).
- 5.7 Attached is an information sheet (Sample No. 3) prepared by the Graduate Studies Office for distribution to students making inquiries about Special Year. A small supply of these is available at the G.S.O. for use by the Departments. If a larger quantity is required, we suggest that the Departments have a further supply printed.
- 5.8 If, in your Department, a person other than the Programme Director is handling the Special Year students, please notify the Graduate Studies Office and we will forward the information to the Admissions Office. We would appreciate your keeping us up to date concerning the Special Year advisor.
- 5.9 For general inquiries about Special Year procedures, contact the Graduate Studies Office. However, all inquiries of a more particular nature should be directed to Miss Linda Durkee or Tom Swift of the Admissions Office (Local 4231).

RA/sm

Attachments

cc: B. Smart, Records Office

Prof. J. Whitelaw, Academic Planning .

SIR GEORGE WILLIAMS UNIVERSITY

INTERNAL MEMORANDUM

TO: Graduate Programme Directors and
Graduate Programme Secretaries

FROM: Mrs. R. Arthur, Office of Graduate Studies

DATE: July 16, 1970

SUBJECT: REGISTRATION - Memo No. 6: Graduate Students Taking Undergraduate Courses

- 6.1 As described in Registration Memo No. 2, information concerning undergraduate courses being taken by graduate students must be received by the Records Office by August 25 for Evening courses and August 31 for Day courses.
- 6.2 Undergraduate courses being taken by graduate students as part of their graduate programmes (courses which were required by the department because of deficiencies in a student's undergraduate preparation) will be included automatically in the registration procedures at the time of graduate registration.
- 6.3 There have been several instances of graduate students registering for undergraduate courses without the Records Office being notified that the student is a graduate student. A duplication of records thus occurs. Therefore, if a student wishes to take an undergraduate course which is not required as part of his graduate programme, he must now request permission to do so from the department in which he is registered as a graduate student. If the department wishes to grant such permission, they must notify the Records Office (with a copy of the memo to the Graduate Studies Office) that the student is permitted to take the undergraduate course, noting that it is not part of the student's graduate programme. (This notification may be made when the information concerning all undergraduate courses is sent to the Records Office in August). In this way, the course will be entered on the student's graduate record (transcript), with a special notation that the course is not considered part of the graduate programme. It will then be clear that this course is not a substitution for a graduate course, and the student will have all of the courses that he has taken on one record (which will be of considerable help to him in the future when he requests a transcript of the work he has done while a graduate student). *
- 6.4 In the rare case when an undergraduate course is being taken as an equivalent to a graduate course, permission must be requested from the Board of Graduate Studies to count it as such. The B.G.S. will then notify the department and the Records Office, and a notation will appear on the student's record, identifying the undergraduate course as an equivalency.
- 6.5 A graduate student may audit an undergraduate course, in which case no credit is given for the course, but it is entered as "Audit" on his graduate record. See note * below.

RA/sm

*In such cases, where the undergraduate course is not required as part of a graduate course, preference will not be given to graduate students over undergraduates; cards will not be

SIR GEORGE WILLIAMS UNIVERSITY

INTERNAL MEMORANDUM

TO: Graduate Programme Directors and
Graduate Programme Secretaries

DATE: August 6, 1970

FROM: Mr. B. Smart, Assistant Registrar and
Mrs. R. Arthur, Office of Graduate Studies

SUBJECT: REGISTRATION - Memo No. 7: Registration Times, September 11, 1970

Further to Registration Memo No. 1, concerning Block Registration, the Registrar's office has assigned the following times to departments for the fall registration of their students. Students are requested to be present at the time indicated, in Room H-110. We must remind all programme directors that it is a departmental responsibility to inform students as to when they should come to register. It is also required that the programme director be present throughout his department's registration period.

<u>TIME</u>	<u>DEPARTMENT</u>
9:00 A.M.	Engineering
10:15 A.M.	Educational Technology
11:00 A.M.	English
12:45 11:30 A.M.	History
11:30 12:00 P.M.	Psychology
11:45 12:15 P.M.	Master of Business Administration
1:15 P.M.	Master in the Teaching of Mathematics
2:00 P.M.	Biology
2:15 P.M.	Economics
2:45 P.M.	Physics
3:00 P.M.	Religion
3:15 P.M.	Art Education
3:45 P.M.	Chemistry
4:00 P.M.	REGISTRATION CLOSES

No student will be admitted to register after 4:00 P.M. The fee for late registration is \$10. Programme Directors are reminded of the device of proxy registration for those students who will be unable to attend registration at the date and time specified.

RA/sm

1. Prior to Registration Date

1.1 During the weeks prior to the Registration date, students and programme directors meet, discuss courses, select courses etc.

1.2 When courses are selected, a G.S.P.R. (Graduate Student's Programme Record) is prepared for every student in the programme (including non-residents and partials, though for the latter, an alternative form is acceptable). The G.S.P.R. is prepared in quadruplicate, with one copy going to each of the following: (1) Student (2) Records Office (Miss Annie Newstrom) (3) Graduate Studies Office (4) Department (keep).

The purposes of the copies:

- (1) for the student: he must present his copy at Registration.
- (2) for the Records Office: from the G.S.P.R., the Graduate clerk (Miss Newstrom) makes up the Registration packet of cards for each student. The G.S.P.R.'s must therefore be sent to the Records Office as early as possible prior to the date of Registration. The G.S.P.R. will also serve as a basic item in the student's file in the Records Office. Information re the category of the student is also obtained from the G.S.P.R. for both Accounts and Records office purposes.
- (3) for the Graduate Studies Office: the G.S.P.R. will provide the chief record that the G.S.O. has of each student's programme, past and present, as well as providing important personal data (current address and phone number). Secondly, registration statistics are compiled from these, and therefore accuracy in recording the "category" of student is essential.
- (4) for the department: whatever other ongoing records are maintained, the G.S.P.R. provides a record of the information that was originally presented to Records and the G.S.O. and from which the student's contract was prepared.

1.3 Details of Preparation

1.3.1 Top of page: If the student is a "Partial", mark this clearly in the top right-hand corner.

- 1.3.2 No.4:
- a) Please note (as stated on the G.S.P.R. form itself) that grades are to be included beside the course numbers.
 - b) If the course grade is "In Progress", that course is not to be listed below under No. 5, and the student is not to re-register for that course. The exception to this rule is the case of a thesis having been rejected - see point (d) below.
 - c) In the case of a thesis course, the grade of "In Progress" is not to be used. Instead, the word "Continuing" is to be entered (to be replaced by "Accepted" or "Rejected" when the thesis has been submitted). The purpose of this change is to release the thesis from the usual deadlines applied to "In Progress" courses. As in the case of an IP grade, the student does not register in the thesis course, but does re-register as a graduate student (see item 1.3.3a).

- 1.3.2 No.4 cont'd d) If the thesis has been rejected, the student must re-register in the thesis course. The grade for the thesis is recorded in No.4 as "Rejected", and the thesis course is listed again under No.5.
- 1.3.3 No.5: a) If the student has only "In Progress" courses, or a thesis "Continuing" course (these all being listed above, under No.4), the term STUDIES IN PROGRESS is entered under No.5 and nothing else.
- b) If the student wishes to audit a course, the term "Audit" is placed in brackets beside the course number. (The student has the responsibility to inform the lecturer that he is taking that particular course for audit only, and should be notified of this responsibility).
- c) Undergraduate courses are listed with graduate courses. However, information concerning such courses must be submitted to the Records Office by specified dates during the last week in August (see Registration Memo No.2). This allows time for the necessary cards to be pulled prior to the undergraduate registration period. It is suggested that a list containing students' names and the course numbers (with the desired section, if possible), is the simplest way of transmitting this information.
- 1.3.4 No.10: The category under which the student is classified depends upon the course load he is choosing, and the tuition that is payable for that course load. Because of the differences in fee schedules and course requirements between different programmes, it is difficult to offer simple rules for classification. The graduate calendar lists the fees (1970-71 calendar, pages 21-23) and is a useful guide; some further categories are outlined below.
- Full-time: registered in more than half of the required course work, or in a full-year's programme of a 2-year programme (as in Education and Ph.D).
- Half-time: registered in half or less of the regular course work. These students are in programmes with a flat-rate fee (not a per course fee).
- Part-time: registered for half or less of the regular course work in programmes with a per course fee.
- BFY (Beyond First Year) or BSY (Beyond Second Year - for Education, Psychology-Applied, Religion-Judaic Studies, and Ph.D): student has completed his required residence period and is still doing course work that requires the use of university facilities (i.e. is still in residence). (The fee in this case is \$50).
- BFY Thesis: student has completed all his course work except the thesis, but is still using university facilities (e.g. lab or library). (Fee is \$50).
- Non-resident: student is completing thesis and is not making use of university facilities. (It is often necessary to contact these students to obtain the required information for the G.S.P.R.). (Fee is \$10).

2. At Registration

At the allotted time for his department's registration, the student appears in Room H-110 with his copy of the G.S.P.R. He is given a Registration Card to fill out. He then sits down with one of the Registrar's staff, courses are checked out, and he receives a packet of course cards, one for each of the courses being taken. This completes the Records portion of the registration process for the student, and he moves on to the Accounts Office section, after the computer prepares his contract. If a new student, he will also go through the necessary steps to receive an I.D. number and card.

3. Course Changes and Withdrawals3.1 Course Changes

3.1.1 Prior to the registration date, course change information may be given to the Records Office (Miss Newstrom) by phone.

3.1.2 On the day of registration, students wishing to change a course must obtain the Programme Director's approval. The G.S.P.R. and registration card will be changed accordingly and the proper course cards will be obtained on the spot.

3.1.3 If wishing to change a course after registration is completed, the student must go to the Records Office and fill out a course change form. He must have with him written permission from the department and his copy of the contract.

3.2 Withdrawals from courses: The student fills out the required form at the Records Office. Again, written permission from the Department is needed.

4. Other Aspects of Registration

Please refer to the Registration Memos listed below for details concerning other aspects of Registration.

- Registration Memo No.1: Block Registration
 Memo No.2: Preparation of G.S.P.R.'s
 Memo No.3: Late or Proxy Registration
 Memo No.4: Non-Resident Registration
 Memo No.5: Special Year Students
 Memo No.6: Graduate Students Taking Undergraduate Courses
 Memo No.7: Registration Times, September 11, 1970

1. cont'd

1.3.5 Payment - Payment for either Undergraduate or Graduate courses (if these courses not required as part of a graduate programme) will follow the policies that would apply if the were taking the courses for regular credit. For example, package fee programmes will include such unrequired courses while per course programmes will require a separate fee payment for each extra course.

RA/
 Office of Graduate Studies,
 August 11, 1970.

This form is to be prepared each year prior to registration

Copy for:

☐ Department
☐ Student
☐ Dean of Graduate Studies
☐ Registrar

GRADUATE STUDENT'S PROGRAMME RECORD

Academic Year 19__
(OR Summer 19__)

Master's programme in _____
(department)

Doctoral programme in _____
(department)

Mr.

1. Miss _____
Mrs. _____ (surname) _____ (given names)

2. Montreal address _____ Phone _____

3. Permanent address _____ Phone _____

4. GRADUATE COURSES COMPLETED PREVIOUSLY AT S.G.W.U. (give year in which student was registered for course, and grade received; include undergraduate courses which were taken as required part of graduate programme)

5. COURSES FOR WHICH STUDENT IS REGISTERING THIS YEAR (include undergraduate courses being taken as part of graduate programme)

6. COURSES TO BE TAKEN IN SUBSEQUENT YEARS TO COMPLETE DEGREE REQUIREMENTS (if specific courses are not yet known, indicate approved options)

7. DEPARTMENTAL ADVISOR: _____

8. THESIS TOPIC: _____

9. EXAM. RESULTS - (a) Language: _____ (b) Comprehensive: _____

10. STUDENT CLASSIFIED THIS YEAR AS:

Full Time _____ Half Time _____

Part Time _____
(In programme on per-course tuition basis)

BFY,BSY _____
(In residence Beyond First or Second Full-time Year or two half-time years)

BFY, THESIS ONLY _____

Non-resident _____ Summer Student _____

11. GRADUATE TUITION PAYABLE THIS YEAR: \$ _____

12. DEPARTMENTAL APPROVAL BY _____ Date _____

RECOMMENDATION FOR ENROLLMENT IN "SPECIAL YEAR" STATUS

TO: Office of Admissions
Sir George Williams University

DATE: _____

STUDENT'S NAME _____
 _____ surname _____ given name(s) _____

ADDRESS TO WHICH
CORRESPONDENCE
SHOULD BE SENT

TELEPHONE: HOME: BUSINESS:

[illegible]

I recommend that the above-named student be permitted to enroll in the following undergraduate courses as a "Special Year" student in (CHECK ONE ONLY):

DAY DIVISION, STARTING SEPTEMBER 19

☐ EVENING DIVISION, STARTING: ☐ JUNE 19__ ☐ SEPTEMBER 19__

dept. course no.

dept. course no.

dept. course no.

dept. course no.

dept. course no.

SIGNED:

Graduate Programme Advisor
Dept. of

NOTE: If any of the above courses are in a department other than the one making this recommendation, approval of the chairman of the other department is also required.

TO THE STUDENT:

Individuals who have completed an undergraduate programme leading a bachelor's degree, but whose preparation is inadequate for immediate admission to a graduate programme, may, upon recommendation by a department, be permitted to register for a Special Year of advanced undergraduate studies. In order to take courses in the Day Division, Special Year students must be registered for a minimum of four full courses in a given academic year. Special Year students will register during the period set aside for fourth-year undergraduates, so as to increase the likelihood that the desired courses will be available.

It must be clearly understood that satisfactory completion of the courses taken in a Special Year does not guarantee automatic admission to a graduate programme. Such students must apply, or re-apply, for admission to graduate studies during or after their Special Year. Their applications will be considered along with all other applications received at that time, and will not take priority over those of other applicants who may be better qualified. Students in a Special Year will pay the regular undergraduate tuition.

NOTE: This form must be accompanied by an application fee of ten dollars (certified cheque or money order).

INFORMATION CONCERNING APPLICATION FOR SPECIAL YEAR STATUS AT S.G.W.U.

1. The category of "Special Year" is intended for those who wish to pursue a graduate degree, but who do not have an Honours degree or its equivalent (i.e. the student has not been accepted into a graduate programme). This category is sometimes referred to in other universities as a "Qualifying Year". It is therefore not possible for a student to be both a graduate student and a "Special Year" student at the same time.
2. In order to take courses in the Day Division, Special Year students must be registered for a minimum of four full courses in a given academic year. Evening students may take one to three courses.
3. Special Year students register during the period set aside for fourth-year undergraduates, being guaranteed admission to the required courses. (In 1970-71, the dates are: Evening- August 26; Day- September 1).
4. It must be clearly understood that satisfactory completion of the courses taken in a Special Year does not guarantee automatic admission to a graduate programme. Such students must apply, or re-apply, for admission to graduate studies during or after their Special Year. Their applications will be considered along with all other applications received at that time, and will not take priority over those of other applicants who may be better qualified.
5. Students in a Special Year pay the regular undergraduate tuition.
6. Prospective Special Year students obtain copies of the application form from the department to which they wish to apply. Four completed copies of the application are submitted, with \$10 (certified cheque or money order) to the department. Please note that in filling out the form, it is important to indicate where the student obtained his undergraduate degree (if it was not S.G.W.U., a new record must be prepared).
7. The deadline for submission of application forms in 1970-71, for students, is August 8 for Day Students and August 15 for Evening Students. There will be no extension of this date.
8. If the student is accepted, the department will return one copy of the completed application form to him, signed by the Graduate Programme Director. The student will present this copy at the time of registration.
9. Special Year students entering the Day Division will be required to submit \$250 in order to confirm their intention of entering the University. As stated in the acceptance letter, which will be sent to him from the Admissions Office, this deposit is due before a specified date (approximately two weeks after receipt of the acceptance letter). It will not be refunded under any circumstances, but will be applied towards tuition fees. In addition, this deposit is not transferable nor may it be applied towards tuition fees for a session other than that to which the student has applied.
10. If a student, Day or Evening, is returning for a second year of Special Year courses, he is required to fill out a new application form indicating on it that this is a renewal of his Special Year status. He is required to pay the \$10 fee again, to cover the costs of the special processing that is required for this category of student. This application is again submitted to the department.



SIR GEORGE WILLIAMS UNIVERSITY

MONTREAL 107, CANADA

Your request to enrol as a Special Year Student in the Day Division for the session commencing September 14, 1970 has been approved.

In order to confirm your intention of entering the University, you must complete the enclosed form and return it to the Admissions Office together with a deposit of two hundred and fifty dollars (\$250), payable by certified cheque or money order, before _____. If the confirmation form and deposit are not received by the aforementioned date, your application will be cancelled.

The two hundred and fifty dollar deposit is applied towards your tuition fees at this University and is not refundable under any circumstances.

The enclosed Personal Health Record must be completed and returned to the Office of Admissions by your doctor prior to the commencement of classes in September. The accurate completion and submission of the Personal Health Record is an integral and essential condition of your admission to the Day Division.

An appointment card for registration will be sent to you at a later date should you have confirmed your admission by the above date.

It should be noted that the minimum course load for students registered in the Day Division is four full courses (4 credits).

Yours truly,

Thomas F. Swift
Assistant Registrar &
Director of Admissions

TES/ld
Enclosures

SIR GEORGE WILLIAMS UNIVERSITY
PROXY REGISTRATION AUTHORIZATION
GRADUATE STUDIES 1971-72

STUDENT NAME: _____ I.D. NUMBER _____

DEPARTMENT _____

The bearer of this form, _____, is hereby authorized
Name of Proxy

to register for me at the appointed time. I understand that I am responsible
for any decisions re courses made by the proxy, and that fees must be paid at
registration time.

.....
Student's Signature

APPRAISALS SCHEDULE AND STATISTICS

A7

PROGRAM		DATE OF INCEPTION	DATE OF APPRAISAL COMPLETED OR IN PROGRESS	NEXT SCHEDULED APPRAISAL
BIOLOGY	M.Sc.(Thesis)	1968	71-72	76-77
	M.Sc.(Teaching)	1974		76-77
CHEMISTRY	M.Sc.(Thesis)	1966	71-72	77-78
	M.Sc.(Teaching)	1973	--	77-78
	Ph.D.	1968	71-72	77-78
COMMERCE	M.B.A.	1968	71-72	76-77
	D.B.A.			
COMPUTER SCIENCE	M.Comp.Sci.	1974	--	77-78
ECONOMICS	M.A.	1967	70-71 and 73-74	78-79
	Ph.D.	1970	73-74	78-79
EDUCATION	M.A.(Ed. Studies)	1974	--	76-77
	M.A.(Ed. Tech.)	1968	71-72	76-77
ENGINEERING	M.Eng.	1968	72-73	77-78
	D. Eng.	1968	72-73	77-78
ENGLISH	M.A.	1965	70-71	75-76
FINE ARTS	M.F.A.	1972	--	75-76
	M.A.(Art Ed.)	1965	70-71	75-76
HISTORY	M.A.	1967	70-71 and 74-75	79-80
	Ph.D.	1969	74-75	79-80
HUMANITIES	Ph.D.	1972	74-75	79-80
MATHEMATICS	M.SC. and M.A.	1972	--	75-76
	M.T.M.	1967	70-71	75-76
PHILOSOPHY	M.A.	1971	74-75	79-80

PROGRAM

DATE OF
INCEPTIONDATE OF APPRAISAL
COMPLETED OR IN
PROGRESSNEXT SCHEDULED
APPRAISAL

PHYSICS	M.Sc.	1967	70-71 and 73-74	78-79
	Ph.D.	1968	73-74	78-79
PSYCHOLOGY	M.A.(Applied)	1968	72-73	77-78
	M.A.(Experimental)	1968	72-73	77-78
	Ph.D.			
RELIGION	M.A.(Hist. and Phil.)	1970	74-75	79-80
	M.A.(Judaic)	1970	74-75	79-80
	Ph.D.	1973	--	76-77
SOCIOLOGY	M.A.	1972	--	75-76

Graduate Studies Office
July 22, 1974

SIR GEORGE WILLIAMS UNIVERSITY

A8

INTERNAL MEMORANDUM

TO: Dr. S. G. French
Chairman, Board of Graduate Studies

DATE: January 18, 1971

FROM: Mrs. Rosemary Arthur
Administrative Officer, Office of Graduate Studies

SUBJECT: Projected Enrollment Figures, 1971-72 through 1975-76

Attached please find the projected enrollment figures for 1971-72 as approved by each of the Faculty Councils, with the exception of Engineering. Also included in the charts are figures for 1972 through 1976 - these figures are those submitted by the departments but not considered by the Faculty Councils (with the exception of the Science Faculty, which tentatively approved the 1972-73 figures and the Commerce Faculty, which tentatively approved their figures through to 1976).

Accompanying these projections are:

- (1) a copy of the 1970-71 graduate registration statistics (since revised). These are intended for reference.
- (2) a copy of the Arts Faculty approved quotas, provided for reference to the comments accompanying the projections.

The following points should be noted:

- (1) The figures in brackets indicate those submitted by a programme, but not considered by the Faculty Council.
- (2) The totals given in the right hand column for each year are exclusive of the Special Year figures.
- (3) The total figures for 1974-75 and 1975-76 are exclusive of Chemistry, which did not submit figures for these years.
- (4) The Psychology programme did not indicate a separate figure for full and part time enrollment, but combined the two.
- (5) Figures are included for the M.Sc. programme in Mathematics, due to start in 1972-73.
- (6) Please note that there are no ~~part~~^{full} time Master of Engineering students - hence these spaces are blank.

RA:bdf

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PROJECTED GRADUATE ENROLLMENT FIGURES — 1971-1976

DOCTORAL PROGRAMMES AND TOTALS

L.H.
7.5.2
Page 2

DOCTORAL PROGRAMMES																																		
	1971-72							1972-73							1973-74							1974-75							1975-76					
	F/T	P/T	Part	SY Day	SY Eve	TOTAL		F/T	P/T	Part	SY Day	SY Eve	TOTAL		F/T	P/T	Part	SY Day	SY Eve	TOTAL		F/T	P/T	Part	SY Day	SY Eve	TOTAL		F/T	P/T	Part	SY Day	SY Eve	TOTAL
ECON.	5	3	-	-	-	8		(6)	(4)	-	-	-	(10)		(7)	(5)	-	-	-	(12)		(9)	(7)	-	-	-	(16)		(8)	(6)	-	-	-	(14)
HISTORY	10	6	-	-	-	16		(11)	(6)	-	-	-	(17)		(11)	(6)	-	-	-	(17)		(12)	(6)	-	-	-	(18)		(12)	(6)	-	-	-	(18)
CHEM.	15	-	-	-	-	15		20	-	-	-	-	20		(20)	-	-	-	-	(20)		-	-	-	-	-	-	-	-	-	-	-	-	
PHYSICS	6	2	-	-	-	8		6	2	-	-	-	8		(6)	(2)	-	-	-	(8)		(6)	(2)	-	-	-	(8)		(6)	(2)	-	-	-	(8)
ENGIN.	(41)	-	-	-	-	(41)		(48)	-	-	-	-	(48)		(50)	-	-	-	-	(50)		(50)	-	-	-	-	(50)		(50)	-	-	-	-	(50)
TOTAL	77	11	-	-	-	88		91	12	-	-	-	103		94	13	-	-	-	107		77	15	-	-	-	92*		76	14	-	-	-	90

Totals

MASTERS	259	688	144	91	173	1061		296	781	128	103	192	1205		334	832	128	107	199	1294		340	859	129	115	189	1328		346	881	124	123	194	13
DOCTORAL	77	11	—	—	—	88		91	12	—	—	—	103		94	13	—	—	—	107		77	15	—	—	—	92		76	14	—	—	—	9
GRAND TOTAL	336	699	144	91	173	1149		387	793	128	103	192	1308		428	845	128	107	199	1401		417	874	129	115	189	1420		422	895	124	123	194	14

* Total is
Minus Chemistry

Enrollment Quotas Become Enrollment Projections! (a footnote to history)

October 4, 1971 - Memorandum from Dean French to Graduate Program Directors

"Revised graduate enrollment quotas (1972-73 to 1976-77) must be available for government consumption by November 1. Our thinking about this subject cannot intelligently begin until we have the final figures for 1971-72..(passing from) the department, through Faculty Graduate Studies Committee to B.G.S. Bearing in mind your approved quota figures for 1971-72...and your actual preliminary enrolment for 1972-73...and Dr. O'Brien's request that in (1972-73) you not drop below (1971-72)...and your 1970 predictions for 1972-73...and the viable maximum number of students in your program...and all other relevant academic, professional and societal factors, Please complete the following tables."

May 1, 1972 - Memorandum from Dean French to Graduate Program Directors

"Below you will find the figures projected for your program in the Fall of 1971. These figures, you will recall, were intended as conservative. In a series of recent meetings with Graduate Program Directors, I have stressed the importance of enrolment. Indeed, the policy of the University is to accept all well-qualified applicants, provided that there are resources to handle them. I ask you please to assess the situation as of now, and to return this memo, completed, to me by May 15."

G.S.O./RA
May 1975

Statement of Philosophy regarding Establishment of New Programs and
the Appraisal of Existing Ones - by the Dean of Graduate Studies

New Programs... "The philosophy that emerges is the following: where we have an academically viable program requiring a minimum of new resources, a program that will make a significant contribution to the socio-economic life of Quebec, we submit the program to the DIGES-Conseil Committee on Programs.

Existing Programs... "Finally, reference should be made to our process of internal appraisal. The S.G.W.U. Appraisals Committee, with the assistance of distinguished external consultants, must decide with reference to each graduate program whether it should be retained, retained with modifications, or discontinued. The present plan is to review each program once every five years. Thus we intend to adjust to the changing needs of the Province. Should a program become irrelevant, we shall request its discontinuance."

Excerpted from the Draft Report - Graduate Studies, compiled in 1971.

CONCORDIA UNIVERSITYDean of Graduate StudiesGeneral Description

The Dean of Graduate Studies is a "staff" appointment, responsible to the Vice-Rector (Academic) for the development, supervision, and co-ordination of the graduate programs of the University, and for ensuring its effective operation and high standards. The actual administration and conduct of specific graduate programs is the responsibility of the academic department concerned, whose chairman reports to and is responsible to the dean of the faculty to which his department belongs. As Chairman of the Board of Graduate Studies, he is responsible for the effective conduct of the work of that body.

Specific Duties and Responsibilities

1. The Dean of Graduate Studies shall be the Chairman of the Board of Graduate Studies, and a member ex officio of all committees of that Board. He shall also be a member of the Senate, and shall bring to it recommendations from the Board of Graduate Studies.
2. He shall establish and administer procedures for the evaluation by the Board of Graduate Studies of proposed graduate programs, and shall recommend to the Board of Graduate Studies the introduction of new programs.
3. He shall establish and administer procedures for the admission of students into graduate programs.
4. He shall recommend to the Board of Graduate Studies the establishment of such general regulations for graduate studies as may be desirable.
5. By consultation with each department offering a graduate program, he shall inform himself as to:
 - (a) the qualifications and number of students admitted to the program;
 - (b) the specific courses of study being pursued by students, including research and thesis topics;
 - (c) the members of faculty, with their qualifications and experience, who are participating in the graduate program of the department;
 - (d) any other matters required for a judgement of the nature and quality of the program being offered.

6. He shall report to the Board of Graduate Studies on the progress of graduate programs, and when necessary, recommend to the Board the modification or discontinuance of a program, after due consultation with the appropriate departmental chairman and dean.
7. He shall advise departmental chairmen, deans, and the Vice-Rector (Academic), of any measures which he may consider desirable for the maintenance of appropriate standards in graduate studies.
8. In conjunction with the Registrar, he shall ensure that adequate records are maintained of the work of graduate students.
9. In consultation with the appropriate departmental chairmen, he shall establish and supervise procedures for the examination of candidates for graduate degrees, including such measures for the evaluation of candidates' graduate work as written and/or oral examinations, the reading of theses by internal or external examiners, and the defense of theses by candidates.
10. He shall present to the Board of Graduate Studies the names of candidate for graduate degrees, together with their record of performance in their programs of study.
11. He shall advise each of the faculty deans, annually, of his estimate of the budget and space requirements for graduate studies, after having reviewed this area of departmental budgets as submitted by department chairmen to faculty deans.
12. He shall consult with and advise the University Librarian on the development of library resources and facilities for graduate study and research.
13. He shall share with the faculty deans and departmental chairmen a concern for the advancement and the well-being of students enrolled for graduate studies, and shall endeavor to create and maintain a suitable academic climate for the pursuit of graduate studies at this University.
14. When necessary, he shall intercede for students enrolled in graduate studies with the appropriate departmental chairman or faculty dean.
15. He shall be concerned with all matters of financial aid to graduate students. Specifically he shall approve all salaries for graduate students as recommended by deans of faculties. He will inform those responsible of needs for graduate fellowships, and will establish proper procedures for the granting of such fellowships.

16. As a "staff" appointment, the Dean of Graduate Studies exercises no direct authority over any member of faculty. However, when necessary, he may and should make representations to the appropriate faculty dean where there are differences of opinion between a departmental chairman or faculty member and himself, and to the Vice-Rector (Academic) where such differences of opinion may occur between himself and a faculty dean.
17. He shall be a member of the Committee of Deans.
18. He shall accept such other duties and responsibilities as may be assigned to him by the Rector.

D.B.C.

1 Jun 67

Revised 27 Jan 75

CONCORDIA UNIVERSITY
Assistant to the Dean (Graduate Studies)

General Description

The Assistant to the Dean (Graduate Studies) is responsible to the Dean of Graduate Studies for the duties and responsibilities described below, and shall accept such other duties and responsibilities as may be assigned to him/her by the Dean of Graduate Studies.

Specific Duties and Responsibilities

The Assistant to the Dean shall assist the Dean of Graduate Studies in the performance of his duties and responsibilities as described in appendix A. Specifically, he/she shall

1. Graduate Studies Office

- 1.1 Be responsible to the Dean of Graduate Studies for the proper and efficient operation of the Graduate Studies Office;
- 1.2 Supervise and co-ordinate the work of the Thesis Secretary/Calendar Secretary (appendix B);
- 1.3 Supervise and co-ordinate the work of the Graduate Admissions Secretary (appendix C);
- 1.4 Control the G.S.O. budget;

2. External

- 2.1 Serve as a liaison between the different graduate program directors and the other bodies in the University concerned with graduate work, particularly the Records Office, Accounts Office and the Library, to integrate and co-ordinate graduate school policy and administrative procedures;
- 2.2 As Secretary of the Board of Graduate Studies, the Committee of Graduate Program Directors, the Graduate Awards Committee, and the Appraisals Committee, be responsible for agendas and minutes;
- 2.3 Assist graduate students in matters involving university-wide regulations;
- 2.4 Administer 'in-service' courses for graduate students where these courses are not to be considered part of a student's program, but

are intended to help the student meet the requirements for his degree (e.g., second-language courses);

2.5. Maintain statistical records as requested by the Dean, the Board of Graduate Studies, or the committees of the Faculties;

2.6. Keep such records and conduct such correspondence as may be deemed necessary;

3. Other

3.1 Discharge other duties which may from time to time be assigned.

Note: other relevant documents

Appendix D - Organization of G.S.O.

Appendix E - Secretary/Receptionist job description

Appendix F - Clerk/Typist job description

S.G.F.

27 Jan 75

CONCORDIA UNIVERSITYThesis Officer/Calendar Coordinator/Advertising CoordinatorGeneral Description

The Thesis Officer/Calendar Coordinator/Advertising Coordinator is responsible to the Assistant to the Dean (Graduate Studies) for the duties and responsibilities described below, and shall accept such other duties and responsibilities as may be assigned to her by the Assistant to the Dean.

Thesis Officer

The Thesis Officer shall be responsible to the Assistant to the Dean for the development, supervision, coordination and application of university-wide regulations concerning theses as defined in the graduate studies calendar and the G.P.D. Handbook. Specifically, she shall

1. advise students and faculty concerning theses regulations;
2. check each thesis prior to examination to ensure that it meets university requirements; and
3. administer doctoral theses examinations in consultation with graduate program directors.

("9. In consultation with the appropriate departmental chairmen, the Dean of Graduate Studies shall establish and supervise procedures for the examination of candidates for graduate degrees, including such measures for the evaluation of candidates' graduate work as written and/or examinations, the reading of theses by internal or external examiners, and the defense of theses by candidates," Concordia University, Dean of Graduate Studies, Specific Duties and Responsibilities.)

Graduate Calendar Coordinator

The Graduate Calendar Coordinator shall be responsible to the Assistant to the Dean (Graduate Studies) for the annual production of the graduate studies calendar.

Specifically, she shall

1. coordinate the production of the calendar, as follows:
 - (a) update the General Information, University Information and miscellaneous sections;
 - (b) organise the flow of program submissions and all subsequent revisions between the Assistant to the Dean, relevant committees, and herself;

- (c) receive copy as reviewed by the Assistant to the Dean and proceed to rewrite, systematize or obtain further information, as directed by the Assistant to the Dean;
 - (d) type the final copy of the calendar to the printer and, where required, for relevant committees, observing all rules of consistency as to format;
 - (e) work with the printer, as required, throughout the printing of the calendar;
2. maintain an accurate record of decisions concerning the calendar, e.g., decisions by the Board of Graduate Studies, or the Dean of Graduate Studies;
 3. distribute the calendar internally and externally.

Graduate Advertising Coordinator

The Graduate Advertising Coordinator shall be responsible to the Assistant to the Dean for the coordination of all graduate advertising. Specifically, she shall

1. administer and control the advertising budget;
2. verify that all copy submitted by graduate programs meets requirements of format and is consistent with the graduate studies calendar;
3. place general ads on graduate studies through the Advertising Office;
4. receive and process copy for other advertising materials such as posters;
5. arrange distribution of such advertising materials;
6. revise and submit copy for Peterson's Guides annually.

Comments

1. Within the Graduate Studies Office, day-to-day exigencies take precedence over necessarily abstract job descriptions. That is to say, the Thesis Officer/Calendar Coordinator/Advertising Coordinator may in fact be called upon to perform other duties within the G.S.O. For example, during the peak admissions period, the Thesis Officer/Calendar Coordinator/Advertising Coordinator may be called upon to assist the Director of Graduate Admissions.
2. The duties and responsibilities of the Thesis Officer are on-going, but the periods of maximum activity are March-June (for Spring Convocation) and August-November (for Fall Convocation).
3. The duties and responsibilities of the Calendar Coordinator are on-going, but the period of maximum activity is late-August through early-April. The calendar goes to press on February 1, and should be available for distribution on March 1.
4. The duties of the Advertising Coordinator are on-going, the period of maximum activity being the fall, when the posters are prepared for the programs.

S.G.F.

18 Sep. 74 Revised 6 May 75

CONCORDIA UNIVERSITYDIRECTOR OF GRADUATE ADMISSIONSGeneral Description

The Director of Graduate Admissions is responsible to the Assistant to the Dean (Graduate Studies) for the duties and responsibilities described below, and shall accept such other duties and responsibilities as may be assigned to her by the Assistant to the Dean.

Specific Duties and Responsibilities

1. The Director of Graduate Admissions, working closely with the Graduate Records Supervisor (Registrar's Office), has the operational responsibility in the following areas as defined in Concordia University, Dean of Graduate Studies, Specific Duties and Responsibilities:
2. "3. The Dean of Graduate Studies shall establish and administer procedures for the admission of students into graduate programs."
3. "8. In conjunction with the Registrar, the Dean of Graduate Studies shall ensure that adequate records are maintained of the work of graduate students."
4. "10. The Dean of Graduate Studies shall present to the Board of Graduate Studies the names of candidates for graduate degrees, together with their record of performance in their courses of study."

S.G.F.
22 Mar 74
Revised 6 May 75

CONCORDIA UNIVERSITY
GRADUATE STUDIES OFFICE
Receptionist

1. Reception Duties

- 1.1 The Receptionist receives people visiting the G.S.O.
- 1.2 She provides information about graduate studies in answer to telephoned or personal requests, giving general responses where possible, but referring students to program offices for more specific information.
- 1.3 Application forms are given out when requested, with additional application materials where required. (She is responsible for maintaining an up-to-date supply of these additional materials.) In all cases, she advises prospective applicants to go to the program office for all further information.
- 1.4 She is responsible for the organization of the internal phone system of the G.S.O., including distribution of messages, etc.

2. Secretary to Assistant to the Dean

- 2.1 In her capacity as secretary to the Assistant to the Dean, she shall be called upon to perform such tasks as typing correspondence, draft proposals, BGS minutes, etc; organizing materials for various draft proposals, BGS minutes, etc; organizing materials for various committees, of which the Assistant to the Dean is Secretary, such as the Graduate Awards Committee; assisting on various projects that arise; supervising the collecting of timetables from graduate program directors each term; filing of A.D.'s correspondence, etc.

3. Assistant to G.S.O. Staff

- 3.1 Assists Dean's Secretary in handling regular internal mailing.
- 3.2 Assists Dean's Secretary by handling the ordering of office supplies (except those obtained through Purchasing Office).
- 3.3 Assists Calendar Secretary by noting telephone and mailed requests for calendars and giving this information to the Calendar Secretary to act upon.
- 3.4 May assist other positions, with priorities to be established by the Assistant to the Dean when necessary.

4. Miscellaneous

4.1 Maintains notice boards and display of materials at G.S.O.

S.G.F.
27 Sep 74
Revised 27 Jan 75

CONCORDIA UNIVERSITYSecretary to Thesis Secretary/Calendar Secretary
Graduate Admissions SecretaryGeneral Description

This secretary is responsible to the Assistant to the Dean (Graduate Studies) for the duties and responsibilities described below, and shall accept such other duties and responsibilities as may be assigned to her by the Assistant to the Dean.

Secretary to Graduate Admissions Secretary

In her capacity as secretary to the Graduate Admissions Secretary, she shall be required to do the following:

1. Check admission files as they are received from department following guidelines established by the Graduate Admissions Secretary, and notify departments when these are incomplete.
2. Keep track of registration status (may or may not register); update this as documents are received and conditions met; notify students when all conditions are met.
3. File as needed. This will include filing of admission files, correspondence, transcripts, registration forms.
4. Type as needed: admission letters, form letters re conditions of admission being met, other miscellaneous letters and memos.
5. Request final transcripts for students graduating from Concordia.
6. Assist with September graduate admissions.
7. Help compile statistics on admissions.
8. Act as lunch-hour relief for Receptionist.

Secretary to Thesis Secretary/Calendar Secretary

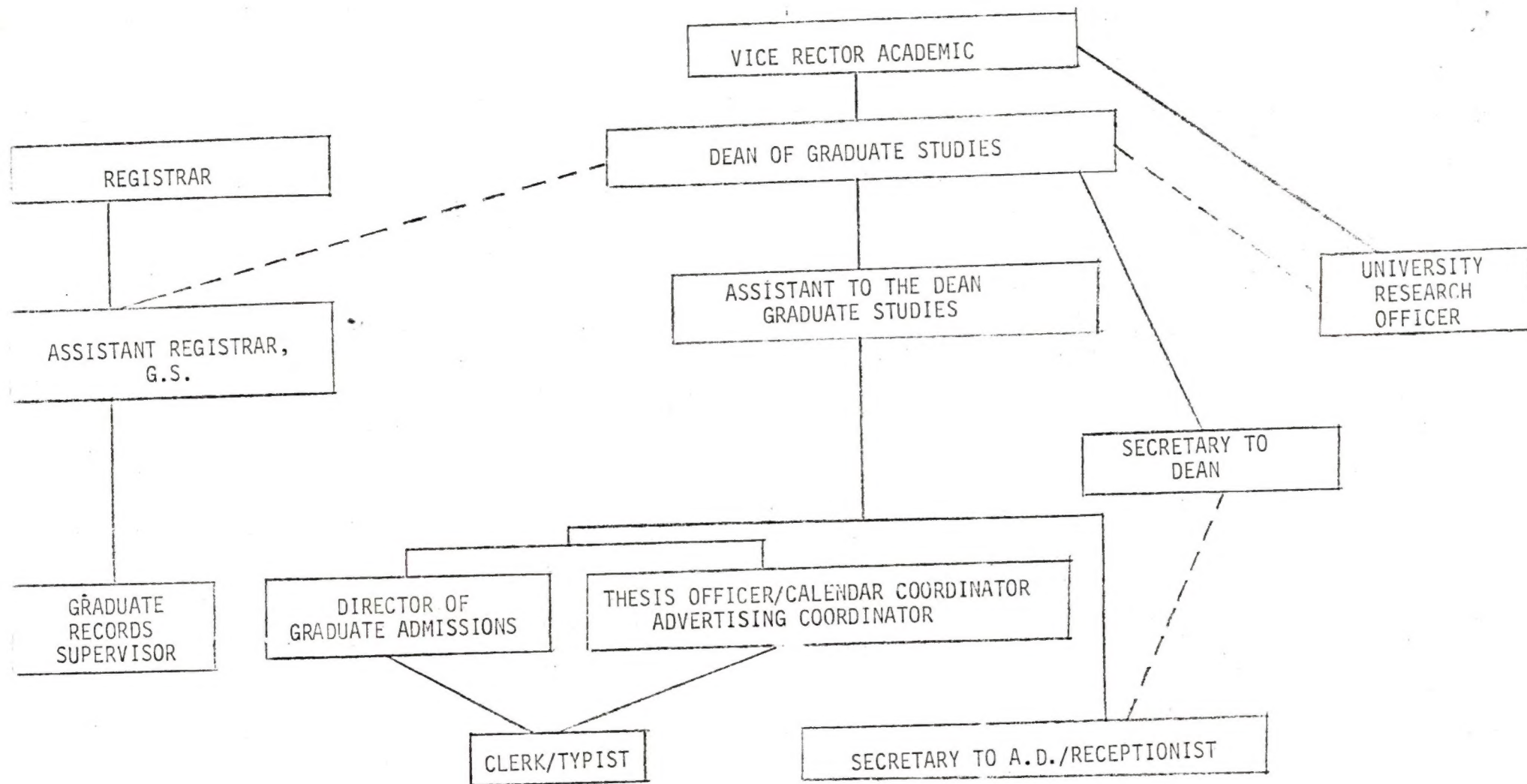
In her capacity as secretary to the Thesis Secretary/Calendar Secretary, she shall perform the following duties:

1. Typing of numerous memos and bulk mailings (frequent memos and/or mailings to the graduate program directors, mailings related to doctoral examinations, letters to students requesting microfilm forms and binding fees, etc.)

2. Calendar mailings throughout the year, but specifically in March when the Calendar comes back from press.
3. In-coming Calendar organization (bookcase in A.D.'s office).
4. Typing of the GPD lists, department chairmen lists, etc., mailing out of these and updating the lists of G.S.O. staff
5. After Convocation, the sorting, listing and boxing of theses for binding and microfilming. After binding, the checking for proper titles, correct number of theses, and the forwarding of theses to the appropriate departments.
6. Some typing of the Calendar manuscript, cutting and pasting.
7. Act as lunch hour relief for Receptionist.

S.G.F.
27 Sep 74
Revised 27 Jan 75

ORGANIZATION OF GRADUATE STUDIES OFFICE



S.G.F.
18 Sep 74
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